

TAB

22 July 1980

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NOTE FOR: PAO Staff

SUBJECT: PAO Staff Meeting, 22 July 1980

1. The following action items were either assigned or mentioned at today's staff meeting:

<u>Subject</u>	<u>Action</u>
✓ Program Review	Art said that the procedure for revising the papers is up to each individual team. By Thursday morning we ought to have clean drafts of what we propose to do. We ought to have an audit trail for all the comments, i.e., which ones you incorporated, which you ignored, which you partially incorporated. We should also underline all changes in the revised papers so that the reader will know what has been changed.
✓ Training	Art said there will be a four-month CIA course patterned after the War College to which one person from CT/RM can be sent. He is to select a candidate from PAO.
✓ Candidate Studies List	Art asked that each person give him by Friday Noon, 25 July, a list of candidate studies for FY 81, to include a couple of sentences which define the scope of each study. He asked me to pull these together in a composite list by the following Monday, 28 July. Art said to be creative in coming up with proposals. He in turn will try to come up with criteria to use in trying to decide on which ones should be pursued further. He said John is interested in sending out a PAO study plan with the Program Guidance for FY 73. Art said he would have meetings in small groups to discuss the proposed topics.

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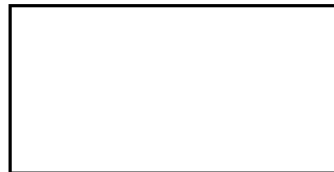
Subject

✓ Staff Travel

Action

Art mentioned that travel plans for the period between now and 1 October 1980 should be firmed up so he can see what the requirements will be.

2. Please take whatever action is required to accomplish the above actions by the indicated suspense.



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Distribution:
PAO Staff

All portions of this
memo are Unclassified

OA&E Studies and Activities Plan - 1980-81

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